

**Pre/Post Doc Fellow  
Hire/Onboarding Checklist**

Name of Hire: \_\_\_\_\_

UFID: \_\_\_\_\_

Hire Date: \_\_\_\_\_

Department: \_\_\_\_\_

Dept.	Dean's	N/A	Required Steps and Forms
			If Hiring a Foreign National: Use the <a href="#">Hiring Foreign Nationals process</a>
			<a href="#">Memorandum of Understanding</a>
			<a href="#">INOP</a> form – attach to ePAF even if no exam required
			Health Assessment Requirement: <a href="#">Job Duty Forms</a> <a href="#">INOP</a> form required with <a href="#">Payment Authorization Form</a> Detailed Information: <a href="#">Department Administrators</a> and <a href="#">Employees/New Hires</a> Date cleared: _____ (clearance one day prior to start date)
			Patient Contact
			Contact with Human Blood – Bloodborne Pathogen Training in myUFL (Course #EHS850D)
			Animal Contact Form - Renewal exam every three years
			<a href="#">Selective Service Verification</a> (for males between the ages of 18-26 years)
			<a href="#">ePAF</a> initiated in PeopleSoft and attach <a href="#">loyalty oath</a> , statement of appointment, MOU, <a href="#">direct deposit</a> form and <a href="#">emergency contact form</a>
			Set up GatorLink Account <a href="http://www.gatorlink.ufl.edu/">http://www.gatorlink.ufl.edu/</a> This will need to be done prior to requesting email account. (N/A if UF transfer)
			<a href="#">Contact IT</a> for ticket: email set up, email distribution lists, appropriate UFCD shared drive folder access and software/applications
			Set up office area and/or lab space prior to person's arrival and order name plate and business cards, if appropriate
			Required Trainings: PRV801 – HIPAA & Privacy: General Awareness OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good DEN003 – Code of Conduct
			<a href="#">Gator 1/UFID</a> Badge – You will need to request online. Call 273-5044 for HSC schedules
			Obtain parking decal through <a href="#">Transportation and Parking Services</a>